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Welcome

2014-2015 Kentucky Alternate Assessment

Student Registration Database

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      The Student Registration Database (SRD) is designed to facilitate the entry of student information, registration, and student alternate assessment scores, as well as teacher registration. The system is available for teachers, District Assessment Coordinators (DACs); any registered DoSE, the Kentucky Department of Education, and database administrators. Each registered member can log on using a password permitting them to view information appropriate for their assigned level of access.

System Login for Current Users

      The first page of the SRD is the Login page.   Enter the username and password; it is the same as it is in the Online Training System (OTS) where qualification quizzes are taken. They are also sent in the email with the live link to utilize the SRD. If you did not receive an email, then you are a "New User" and can register by following the directions below. If you are a teacher and at any time forget your password, please contact your DAC. If you are a DAC and forget your password, there is a link directly beneath the user manual link which, once you have accessed the link and selected your username, will provide an e-mail reminder.

System Login for New Users

      Any teacher who has not used the Online Training System (OTS) this year will not be listed in the SRD and is considered a new user. New users must first self-register in the OTS. Teachers must provide their district e-mail address in order to register as an OTS user. Once the teacher has completed his or her OTS registration, he or she will automatically be entered in the SRD. The DAC must activate the new teacher account and an e-mail will be sent indicating the account is ready for use. Follow login directions listed above.

Navigation

      Each interface, or page, of the SRD is titled at the top. The titles are descriptive and indicate what is on the page. Many of the SRD pages will contain links to additional subcategories of information. The left side of each page of the SRD has a series of links in blue

shaded boxes. These links can be used to find information or perform operations. When the user clicks on one of the links, the SRD will navigate to a different page. When the page changes the links on the left side will remain. The user can click on one of the links and navigate to a different page at any time, from any location. It is not necessary to proceed in sequence through the links. Descriptions of the six links are provided below.

1. Dashboard

The first link for each access level is **Dashboard**. Dashboard represents all notices available to a particular user. This includes updates and announcements that may answer questions or concerns.

2. Student Information

The second link for each user is the **student information** link. This link serves several purposes.   This page contains the student's SSID#, last name, first name, grade, gender (found on DAC list only), and dimension. **The LCI link includes three questions which must be answered for all students who are participating in the alternate assessment** (e.g., AT, and/or TAR). In addition, links to the TAR (Transition Attainment Record) and AT (Attainment Tasks) score entry forms are also found on this page for students who are completing these assessment types. TAR links are only accessible if the student is required to participate in that assessment (e.g., in grades 8, 10, or 11).

When a teacher enters the student information page a list of students participating in the alternate assessment at the teacher's registered school will automatically appear below the search fields. If the teacher wishes to search using a specific criterion that criterion can be entered in the search fields at the top of the page. The SRD will search for a student using last name, first name, SSID#, date of birth or grade.

In addition to these fields the DAC student information search fields include school name. The field for school name has a drop down menu which lists all schools within a DAC's district. Select a school name to view students registered to take the alternate assessment in that school.

3. Teacher Registration (DACs ONLY)

The teacher registration link is available to DACs for the purpose of activating teachers in the SRD.   The page has active links to edit and delete current registered users. The **edit** function brings up the teacher registration page. To retain changes

made in the teacher registration information, the **update** option must be selected at the bottom of the page. The edit function can be **canceled** and changes will not be saved.

In the edit feature, at the bottom of the Teacher Details Page, the "status" must be changed from "NO" to "YES" then select update in order for teachers to be able to enter student data.

Teachers, who are not currently listed in the SRD must register themselves in the Online Training System (OTS) link and providing the requested information. Teachers may select their own password. Teachers must provide their district e-mail address in order to register as a SRD user. **DACs must still activate the new teacher account before the teacher is able to gain access to student information**. If there are teachers listed who are no longer in the district, the DAC may delete the teacher from the district list. A DAC is able to provide teachers with passwords when forgotten.

4. Student Registration (DACs ONLY)

The **student registration** link is available to DACs for the purpose of registering new students in the SRD, this can be done from November 3, 2014 – June 5, 2015. When this link is activated, 10 empty data fields appear and must be completed in order to add the student. To retain changes made in the student registration information, the save option must be selected at the bottom of the page.

5. Reports

Reports present real-time summaries of SRD data. The level of access determines which reports are visible to the user. A teacher will see reports based on the student population of his/her school. A DAC will see reports based on the student population in his/her district.

6. Password

For DACs only, if you have forgotten a password, return to the initial login and use the **Forgot Password** link to have the current password e-mailed. **If you are a teacher and have forgotten your password, please contact your DAC.** DACs will find this information under the Teacher Registration Tab. Click on the "edit" link for the user and the password will be listed on the Detail Page.

Navigation within the Pages

In addition to the links on the left side of each page, there are often links within the pages. These links are underlined. When the user clicks on one of the underlined links the SRD

will navigate to a different page. The underlined text (link) name indicates the information or function found when the link is activated.

The search fields are located at the top of each page. The user can type the search criteria in the fields. Not all fields contain a search option. If data is entered in a field that does not provide required information and the search button is activated, the user will be prompted to enter search criteria. Calendar icons are provided for easy entry of dates. Use the dropdown menu to select a year and month. Click on a specific day and the date will be automatically entered in the field. Information can be retrieved from within various pages, for specific details on how to navigate between pages, see the four different between page navigation instructions listed below.

1. Reports

The reports contain links to specific student data. To see details click in the **count column** on the underlined number.

2. Student Information

Assessment and LCI links on the student information pages are **color-coded**; **green** indicates the assessment is complete, **red** indicates the assessment has not been completed, and **orange** indicates the assessment is not required. When an assessment link is activated within student information the SRD navigates to the score entry form for that assessment.   If a field is not active (no text can be entered or the link is not underlined), then that field is not accessible for that grade level.

The **update link** in the ***DAC level Student Information page*** can be used to update some student information, from November 3, 2014-June 5 2015. The DAC may search for the student by student name or school. When the student is listed beneath the search fields the edit and delete links will be visible in each row of student data. When the edit link is activated, the student information page for the selected student will be available for editing. Not every field on this page can be edited. If you cannot enter text in a field on this page, it is not available for editing at this access level. If the delete link is selected, a prompt appears to verify the deletion of the student.

3. Score Entry

Each of the assessment interfaces has a menu of links in a dark blue field along the left side of the page. These links allow you to navigate between the various pages or content areas of the assessment. Prior to entering any data in the Attainment Tasks student performance dimension must be selected. If data is entered before selecting student's dimension, the data will be lost and will have to be re-entered. In the lower

right corner of each page of the assessment score entry forms there is a button to **Save and Continue**. It is possible to save at any time and navigate to a different page without losing the data. There is also a **Previous** button which returns the user to the page of the assessment score entry form immediately prior to the current page.

Each assessment score entry form also includes a link to a summary. The **summary** page allows the user to save, or once the certification box ("I understand that if there is an answer choice that has not been selected, it will default to zero") has been checked to save and submit. If there is an empty field in the assessment the user will be prompted with a message that indicates data is missing. The pages which are missing data will be listed on the left side of the entry screen. If the user does not wish to enter a response in a particular field, the **certification box** can be checked at the bottom of the summary page, indicating the user is aware that if there is missing data, and zeros will be entered for those data points when scores are submitted.

At the top of the Attainment Tasks score entry form there is a field to select the participation dimension. **Either A or B must be selected prior to entering data,** or the scores cannot be submitted.

4. Learning Characteristics Inventory (LCI) Question Entry

LCI links on the student information pages are **color-coded**; **green** indicates the questions have been answered, and **red** indicates the questions have not been answered. When the LCI link is activated within student information the SRD navigates to the LCI questions. There are three questions that must be answered and the "I acknowledge that the LCI is complete" must be checked before the information can be saved. If any question is skipped or the acknowledgement box is not checked the user will not be able to navigate away from this screen and information will not be saved.

Logout

The **logout** link at the top right hand corner will exit the user from the current page of the SRD and return to the initial login site.

QUESTIONS

 If you have any questions regarding the use of the Student Registration Database, please contact Darrell Mattingly at darrell.mattingly@uky.edu.